



SAGE COMPASSION FOR ANIMALS
A CAUSE FOR PAWS

Administrative Assistant

SAGE COMPASSION FOR ANIMALS

OUR MISSION

We provide financial assistance for veterinary care to help companion animals in crisis and educate communities about ways to prevent and reduce illness

SAGE Compassion for Animals (SAGEC4A) became a 501(c)(3) in March of 2020. The Executive Director and Board of Directors are all volunteers and have worked throughout the pandemic to create awareness to cultivate donations and to be able to provide grants for companion animals to receive veterinary care throughout the San Francisco Bay Area. We have been successful in increasing our fundraising year-after-year and in being able to provide for the increasing need for grants. SAGEC4A is at a point where we feel the need to bring on dedicated staff to enable us to scale so that we can grow from an early-stage nonprofit to a sustainable presence within the community. We hope that new staff members will be able to grow with us!

GENERAL POSITION DESCRIPTION

This position has primary responsibility for supporting the Executive Director and members of the Board of Directors in their fundraising, marketing and grantmaking efforts on behalf of SAGE Compassion for Animals (SAGEC4A). This includes primary responsibility in reviewing applications from clients to receive grants for veterinary care. Other responsibilities will grow with the position to maintaining and supporting the donor database, handling fundraising correspondence, comprehensive record keeping, reports, schedules, planning documents, cultivation events, webinars and meetings. Requirements include excellent attention to detail, word and data computing skills, sound professional judgment and manner, initiative, the ability to maintain confidentiality, effective communication skills, and the ability to deal well with top-level volunteer leadership. The current position is for 25-30 hours/week but we expect it to grow to full-time in a year. The position will work from home and have flexible hours.

PRIMARY RESPONSIBILITIES

- ◆ Review any grant applications and coordinate materials required to be submitted by the applicant. Work with the Executive Director and Grant Approval Committee to collect further information if necessary and to communicate with the veterinary hospital and grant applicant about the status of their application.

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650 Castro Street

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- ◆ Track and follow-up grant recipients to assure proper paperwork has been completed to fund a grant and assure that the veterinary hospital is paid for its services. Follow-up with grant recipient to obtain pictures and other materials that can be used for marketing.
- ◆ Oversee all administrative systems and procedures to track, record, report, acknowledge, and recognize all contributions, and ensure the accuracy and timeliness of all fundraising, prospect, donor, and volunteer communications.
- ◆ Working in conjunction with the Executive Director and the Development Committee, ensure proper stewardship – cultivation, management, reporting and tracking – of relationships with all donors and prospects, including individuals, corporations, and foundations.
- ◆ Become proficient in the use of SAGEC4A's major gift prospect and donor data management system (currently utilizing EveryAction), entering data for SAGEC4A donors and prospects, including tracking volunteer activities, solicitations, confidential contact reports and any other pertinent information as needed.
- ◆ Assist the Executive Director in scheduling, planning, and preparing for presentations, cultivation events, webinars and special fundraising events, as well as subsequent appropriate follow-up coordination and communications. Attend special SAGEC4A functions as needed.
- ◆ With the Executive Director and the Marketing Committee, assist in public relations and marketing efforts, including development of necessary collateral materials such as fact sheets, brochures, graphic presentations, newsletters, social media etc. that improve community visibility and fundraising success.
- ◆ Support Development Committee meetings and provide follow-up reminders for staff and board members of prospect contacts assigned at these meetings.
- ◆ Assist with any other fundraising projects as requested by the Executive Director.

REPORTING RESPONSIBILITIES

This position will report to the Executive Director. In addition, the Administrative Assistant will be responsive to the needs of Board members and other fundraising volunteers in carrying out their responsibilities to provide volunteer leadership and support for the fundraising efforts on behalf of SAGEC4A.

QUALIFICATIONS

- ◆ Must have the ability to align with the organization and uphold the Mission and Values.

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- ◆ Demonstrates a high sense of self-motivation, strong sense of ownership, and accountability.
- ◆ Exhibits the motivation and experience to establish and maintain high-quality standards and attention to detail.
- ◆ Must have strong organizational skills including ability to work remotely and within a flexible hour workweek.
- ◆ Must be a strong communicator and be able to serve as an effective spokesperson for the organization in communications with donors, the veterinary community, and grant recipients.
- ◆ Thrives in a small, non-profit environment and can wear many hats with a “roll up your sleeves” mindset and is organized and reliable.
- ◆ Has experience in Microsoft Office, Google Drive or other cloud-based applications, and database software.

OTHER CONSIDERED QUALIFICATIONS

- ◆ Experience with posting on social media outlets such as Instagram, Facebook, or LinkedIn.
- ◆ A background in working within the veterinary industry.
- ◆ Speaking and writing a secondary language, such as Spanish.

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